

# CONSTITUTION OF THE DEPARTMENT OF CLASSICS

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Dedicated to Thomas D. Worthen, *philosopho ridenti*

## I. DEFINITIONS AND CONDUCT OF MEETINGS

This constitution recognizes the commitment to joint governance made by the University, the College of Humanities, and the Department of Classics.

The voting faculty consists of all tenure-stream faculty members in Classics, who vote in person at meetings. Before any scheduled department meeting voting faculty members who cannot attend may vote by proxy on specific matters that have been listed on the agenda of the meeting. Their proxy vote does not carry over to issues that undergo substantial revision in the course of a given meeting. Voting faculty members who fail to alert the department Head of their absence and do not submit their proxy vote to any faculty member of their choice before the relevant department meeting begins, forfeit their right to vote on any issue decided at that meeting. All voting faculty members are responsible for keeping abreast of upcoming votes, progress made by various committees, and other departmental matters. When a vote is called and faculty members do not respond, their silence will constitute consent.

The voting faculty members have the right to submit to the Head any agenda items for upcoming department meetings, which they may submit up until one hour before the meeting commences. The Head must honor their requests if this condition is fulfilled. The department Head or the Head's delegate(s) lead department meetings, unless any member of the tenured faculty convokes a meeting to discuss matters concerning the Head (election of the Head, petition calling for an extraordinary review of the Head, et al.). No voting shall take place at department meetings in the absence of a quorum. A quorum consists of more than half of the voting faculty members. Therefore the Head shall not schedule a department meeting at a time when any voting faculty member has assigned teaching or other committee duties. All meetings of the voting faculty shall be conducted in accordance with Robert's Rules of Order, unless at a given meeting or during any portion thereof the voting faculty agrees to suspend Robert's Rules, or unless the rules conflict with this constitution. The normal voting procedure is a show of hands. A secret ballot, however, may be instituted when any two voting faculty members call for it. Secret ballot must always be used in the case of elections and/or votes of no-confidence, which will be decided by a simple majority vote.

Within the Department of Classics, only those faculty members who have received an advanced degree in Classics or Archaeology as well as academic preparation to teach in those fields at the college and university levels are allowed to teach courses in classical languages, literatures, archaeology, history, civilization, and pedagogy.

## II. DEPARTMENTAL OFFICERS AND COMMITTEES

### A. Head

The Head is appointed by the administration but is elected by the voting faculty members through an open process of nomination and a majority vote by secret ballot. At the end of a Head's term (whether for three years or less), the voting faculty will hold an election to determine its next Head. The Head has a primary

responsibility to the departmental faculty, because he or she represents the interests of the Department and its faculty to the higher administration, the student body, the university community, the profession, and the general public. The Head is expected to maintain the highest standards of professional excellence and personal integrity during his or her term of office. Failure to do so violates the spirit of the University Code of Conduct and may result in a vote of no-confidence (see below).

### **1. Term of Office**

The term of office for the Head is three years. If the Head takes sabbatical or other leave of absence during the three-year term of office, a special meeting of the voting faculty shall be convoked for the purpose of appointing an Acting or Interim Head. Any approved absence for less than eight weeks is not regarded as such a leave (see also below, section B, "Acting or Interim Head"). The Head is free to resign at any time before his or her term of office ends but is obligated to serve for at least one full calendar year, except in circumstances of extreme exigency or resignation from the University.

### **2. Petition Calling for an Extraordinary Review of the Head**

At any time during a Head's term of office, the voting faculty may meet to cast a vote of no-confidence. Such a vote follows a meeting called by any tenured faculty member, in whose view the Head has committed a breach of ethics or of professional standards or has violated the terms of this constitution. If such a no-confidence vote is carried by one half or more of the voting faculty, then a petition (signed also by one half or more of the voting faculty) calling for an extraordinary review of the Head is presented to the COH Dean, who initiates a review prior to the next scheduled periodic review of the Head (in accordance with UHAP 5.09.03.1). The anonymity of the petitioners shall be protected.

### **3. Responsibilities of the Head**

- a) To adhere to all departmental, college, and university rules and regulations, including those set forth in this constitution.
- b) To administer, with the appropriate staff help, the daily business of the Department with the college and university administration, and as otherwise needed.
- c) To implement the decisions approved by the voting faculty.
- d) To hire staff personnel members with the advice and consent of the voting faculty and to supervise them during their probationary period and afterward. The termination of any (non-student) staff member, during or after the probationary period likewise requires the advice and consent of the voting faculty.
- e) To confirm the election of the committee chairs of the standing committees (listed under section II.D.a) from among the faculty as required by this constitution and by the college and university administration. The election of a committee chair rests with the respective committee members. The Head confirms their choice but may appoint a chair if no faculty member agrees to chair the committee (see section II.D, "General Rules"). The latter procedure also applies to the appointment of committee members.
- f) To set faculty teaching, service, and research loads on an equitable basis (as required by COH APR/PTR procedures) and also to distribute professional resources on an equitable basis. This means that no private arrangements

between any faculty member and the Head regarding, for example, course assignments and course releases, will hold unless they have first been approved by the Curriculum Committee.

- g) To facilitate the Annual Performance Review process in consultation with the Chair of the departmental APR/PTR Committee.
- h) To appoint the chair of any *ad hoc* Promotion and Tenure Committee, in accordance with UHAP rules (3.11) and in consultation with the faculty candidate for promotion and tenure.
- i) To prepare annual reports, issue workload assignment letters, letters announcing APR evaluation results for each faculty member, graduate student admission letters, etc.
- j) To oversee annual compilation of accurate internal data on programs and majors from institutional databases and advisors' records; to ensure that updated databases are readily accessible to faculty; to obtain comparative data from external sources wherever needed; and to report departmental data (including successful hires utilizing the APA/AIA Placement Service) to organizations or institutions requesting it for survey purposes.
- k) To recommend or deny faculty requests for unpaid leaves of absence, protracted absence from teaching duties, sabbatical leaves, requests for travel monies or other departmental subsidies.
- l) To convoke regular department meetings and accept agenda items forwarded by members of the voting faculty.
- m) The Head may serve in an advisory role or consulting capacity on any standing committee except for the APR/PTR Committee and the tenured faculty acting as a *de facto* committee (see section II.D.b.1).
- n) To oversee and provide adequate support for the dissemination of up-to-date information about the department and all its programs to prospective students and the larger public, and to deliver this information through the most efficient and effective media currently available.
- o) To appoint faculty mentors to new faculty, both tenure-track and adjunct faculty.

#### **4. Election of the Head**

a) Any tenured faculty member may run for Head of the Department. Any member of the voting faculty may nominate a tenured colleague in the Department for the position of Head. The Chair of the Committee of the Tenured Faculty compiles a list of the nominees for Head, creates a ballot, and convokes an *ad hoc* meeting of the voting faculty, all of whom receive the ballot of nominees. At that time additional nominations may be made. A simple majority vote by secret ballot decides the outcome of the election. The name of the elected candidate is forwarded to the COH Dean for formal appointment.

b) The current Head may stand for re-election.

c) If a Head does not wish to be considered for a future term of office upon completion of the current three-year term, he or she makes that decision known early in the spring semester. The voting faculty then meets to open the discussion on the Department's future leadership. The COH Dean initiates the formal process of electing a new Head. The voting faculty elects a new Head and forwards the new Head's name to the COH Dean for formal appointment.

d) If a Head completes five years of continuous service and wishes to be considered for future service, he or she will undergo the five-year review process as stipulated in UHAP (5.09). If the COH Dean decides, upon the

review's completion, that the Head may not be considered for a sixth year of service, the Dean initiates an election for a new Head in accordance with UHAP regulations (5.10 and 5.12).

### **B. Acting or Interim Head**

The election of the Acting or Interim Head (for any length of time exceeding four weeks or for any length of time requiring a contract letter) shall follow the same procedures as those stipulated for the election of a regular Head.

### **C. Other Officers**

1. The chairs or co-chairs of the departmental standing committees are *de facto* officers of the Department.

2. The Departmental Provost facilitates communication with the department Head or among students, staff, and faculty. The Provost's facilitation can only take place when voluntarily agreed upon by all parties involved. When electing a new Head, the voting faculty shall also elect a new Provost, who shall hold tenure and who cannot be nominated or appointed by the Head. The Provost may be asked to preside over the meetings in which the election of a new Head is discussed or takes place. He or she may also be asked to convoke a meeting calling for a vote of no-confidence leading to an extraordinary review of the Head (II.A.2).

The Curriculum Committee elects and recommends to the Head candidates for the following appointments, # 3-6. When a vacancy occurs in any of the contractual appointments (i.e. # 3, 4, and 6), the Committee (in consultation with the current program director) elects and recommends a replacement to the Head, who then appoints the candidate for the requisite period of time.

3. **The Director of Graduate Studies** oversees the M.A. program in keeping with the departmental M.A. Guidelines and serves as a graduate advisor for incoming students and students currently enrolled in the M.A. program. The DGS meets regularly with all graduate advisees, engages in graduate outreach programs, and interfaces with the larger university community on graduate student matters. The DGS also appoints faculty mentors for all incoming graduate students. He or she serves *ex officio* on the departmental Curriculum Committee and Recruitment and Retention Committee. This position rotates among the tenured faculty for (generally) a three-year term and is a quarter-time contractual appointment.

4. **The Director of the Basic Latin Program** serves as undergraduate advisor in Latin and as undergraduate and graduate advisor for students earning Latin Teaching Certification. He or she oversees the design and implementation of the elementary and intermediate Latin curriculum, supervises all graduate teaching assistants in the Basic Latin Program, assesses and implements evolving language teaching methodologies, and coordinates national and local outreach to K-12 and articulation with community college programs. He or she serves *ex officio* on the departmental Curriculum Committee and Recruitment and Retention Committee. This position is a quarter-time contractual appointment.

**5. The Director of Ancient Greek** serves as undergraduate advisor in classical Greek, oversees the design and implementation of the elementary and intermediate Ancient Greek curriculum, supervises the graduate teaching assistant(s) in the Ancient Greek Program, assesses and implements evolving language teaching methodologies, and coordinates national and local outreach and development. He or she serves ex officio on the departmental Curriculum Committee and Recruitment and Retention Committee.

**6. The Director of Modern Greek** serves as undergraduate advisor in Modern Greek, oversees the design and implementation of the Modern Greek curriculum, supervises the teaching assistant(s) in the Modern Greek Program, assesses and implements evolving language teaching methodologies, and coordinates national and local outreach and development within the Greek and Greek-American community. He or she serves ex officio on the departmental Curriculum Committee and Recruitment and Retention Committee.

**7. The Graduate Student Representative(s)** bring the concerns of the graduate students to the faculty's attention and report faculty decisions and other items to their electorate. They attend department meetings but are not privy to select discussions at those meetings. The graduate students elect the graduate student representative(s) at the beginning of each academic year.

#### **D. Departmental Committees**

##### **General Rules for All Departmental Committees Listed Below**

All departmental committees *recommend* departmental policies and bring their formal recommendations to the voting faculty at the next available department meeting. At department meetings, the voting faculty discusses these recommendations and votes to continue discussion or to accept or reject them.

All departmental *standing* committees confirm or elect their own chair (or co-chairs). The meeting to elect the new chair will be convoked by the outgoing chair. The various committees forward the name of their chair to the department Head, who confirms the committee's choice. The chair of any *ad hoc* committee, however, is appointed by the department Head (see above II.A.3.e).

All tenured department members are expected to participate *actively* in at least three *standing departmental* committees, in addition to the work they do for college, university, professional, and community-based committees. All faculty members will be able to list their preferences on sign-up sheets issued by the Head at the *end* of each academic year. They also list the departmental standing committees on which they will serve for consecutive years, acknowledging the importance of continuity of service on some committees. The Head will take personal preferences into consideration as much as possible, but will discourage faculty from serving *repeatedly* on the same committees. *Ad hoc* arrangements will be made in the case of new faculty who join the Department at the beginning of the new academic year. The service of non-tenured tenure-stream faculty is governed by COH APR/PTR rules.

##### **a) Standing Committees**

**1. The APR/PTR Committee** consists of all tenured faculty members of the Department. In accordance with UHAP regulations, this committee conducts the Annual Performance Review of all department members subject to APR/PTR evaluation and makes recommendations to the department Head. Meetings at

which this committee considers these revisions to the departmental APR/PTR criteria and procedures are open to the entire voting faculty.

**2. The Advising Committee** counts among its members the Director of Graduate Studies, the Undergraduate Advisors for each area of emphasis within the major or minor (ancient Greek, Latin, and Classical Civilization) and the Undergraduate Advisor for Modern Greek. The Head is a member *ex officio*. This committee oversees and initiates all aspects of advising and articulation. It regularly evaluates advising procedures and policies and examines student use of the advising system. It enforces the departmental, college, and university rules concerning students enrolled in the Department and advises the Head on such matters. This committee further communicates with campus-wide advising units about the Classics major and the departmental minors.

**3. The Curriculum Committee** evaluates course proposals and oversees the curriculum and scheduling of all undergraduate and graduate courses in Classics. It reviews the criteria for admission to the graduate program as needed. The committee also determines GAT assignments. In doing so, it vets requests from faculty and graduate students stating their preferences about such assignments. The committee also considers input from the Graduate Student Representative(s) and the Director of Graduate Studies as to the appropriateness of GAT assignments and monitors the overall system of appointments, assignments, and rotations. Final decisions are made by the Curriculum Committee in conjunction with the Head of the Department, who serves on the committee *ex officio*.

The Curriculum Committee also recommends faculty candidates for all adjunct positions in the Department. The Chair of the Curriculum Committee makes the applicant's dossier (and, when applicable, teaching evaluations and APR dossier) available to the voting faculty and asks them to vote whether to hire *or rehire* the applicant for an adjunct position. If time constraints (less than ten days) do not permit a call for a vote at a regular meeting, the Head and the Chair of the Curriculum Committee shall make every good faith effort to apprise as many of the voting faculty as possible of an applicant's candidacy, to forward electronically the essential documents of his or her dossier, and to call for a vote over e-mail. If the Curriculum Committee identifies the need for hiring *new* ad hoc adjunct faculty in upcoming semesters, it asks the Head to initiate a search (see II. D. b)3, below) in accordance with the COH and University "Guidelines for Recruitment and Hiring."

**4. The Awards Committee** recommends the recipients of the various departmental undergraduate and graduate awards and brings its recommendations to the voting Classics faculty for approval. The Committee also calls for applications and selects the candidates to fill the positions of instructors for the overseas program at the Orvieto Institute.

**5. The Recruitment and Retention Committee** oversees efforts to recruit students nationally and internationally, through electronic and other media, and participates in and sponsors local events in Classics. It also proposes policies and strategies to facilitate the students' progress toward timely and successful completion of their degrees.

### **b) *Ad hoc* Committees**

The voting faculty in classics meets once or twice a year as required each spring as a *de facto* admissions committee to decide on admissions to the M.A. program. Other *Ad hoc* committees are summoned for a variety of reasons. Among the recurring *ad hoc* committees are the following:

1. The tenured faculty acts as a *de facto* committee when summoned to arbitrate in critical issues, such as to interpret the departmental constitution. Any tenured faculty member may convoke a meeting of the voting faculty to cast a vote of no-confidence concerning the Head (see above section II.A.2).

### **2. Promotion and Tenure Committees**

When a faculty member is coming up for promotion and tenure, the department Head appoints the chair of an individual P&T committee and at least two tenured faculty members and charges them with the task of conducting the P&T review in accordance with UHAP procedures.

### **3. Search Committees**

When the Department obtains permission to add a faculty member, the department Head will place the item of faculty recruitment on the next department meeting agenda. With the agreement of the voting faculty, the Head then appoints the chair of an *ad hoc* search committee of at least three members and charges them with the task of conducting a search in accordance with procedures specified by the College and in the University's "Guidelines for Recruitment and Hiring." The voting faculty identifies curriculum needs and drafts the position description in accordance with the guidelines of the Affirmative Action Office and Human Resources. The Department commits itself to following the recruitment guidelines of appropriate professional organizations.

## **III. AMENDMENTS TO THE DEPARTMENTAL CONSTITUTION**

A proposed constitutional amendment, articulated and signed by at least one voting faculty member, must be submitted in writing to the department Head for inclusion on the agenda of the next scheduled department meeting or an *ad hoc* meeting. The Head must distribute a copy of the signed proposal to each member of the voting faculty at least five days before convoking the meeting. At the meeting, the voting faculty discusses and decides on the proposal by a simple majority vote. Emendations take the form of changes to the existing document; amendments are included in a body of bylaws.

### **First Amendment (approved 2/6/2006):**

The voting faculty of the department is obligated to review, and has the authority to rescind, any actions taken by any department member, including the Head, that violate the rules, procedures, or principles of self-governance established in the departmental Constitution.